

MEMORANDUM OF LAW

DATE: June 15, 1989

TO: Charles G. Abdelnour, City Clerk

FROM: City Attorney

SUBJECT: Withholding Reports/Public Record Law

This is in response to your memorandum of May 18, 1989, containing questions about the time in which the Clerk's office must make public records available to the public.

Government Code section 6256 grants an agency, including a City, up to ten (10) days in which to reply to a request for public records. If, as a matter of courtesy, you choose to respond to a request before the ten (10) days you may certainly do so. The law does not require you to disrupt your docket "processing" to stop to make copies of records for distribution to the public.

The law would allow you to establish a reasonable time from the moment you receive a document in which to make copies available to the public, as long as you do so within ten (10) days of receipt of the public record request.

JOHN W. WITT, City Attorney

By

Cristie C. McGuire

Deputy City Attorney

CCM:Jrl:014(x043.2)

Attachment

ML-89-62